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ABSTRACT

This directory contains approximately 90 listings of print and media resources about self-advocacy and materials written by self-advocates. Listings are divided into the following 19 sections: advisor training; Americans with Disabilities Act; board training; building self-advocacy groups; choice making; employment; evaluation of services; financial issues; health and medical concerns; housing; leadership skills; legal rights; personal futures planning; public awareness and education; relationships, sexuality, and social life; safety; self-advocacy movement; self-advocacy skills; and services and supports. Each listing includes the title, author, year of publication, a description of the publication or video, and where to write or call to obtain the materials. (CR)

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SELF ADVOCACY

Print and Media Resources / 1995-96

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Prepared by
Mary F. Hayden, Brenda Fijas, and Eva Koeper

Research and Training Center on
Residential Services and Community Living,
Institute on Community Integration (UAP),
College of Education and Human Development,
University of Minnesota

The College of Education
and Human Development

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Published May 1995

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ABOUT THE GUIDEBOOK

Knowledge is of two kinds.
We know a subject ourselves, or
we know where we can find information.

Samuel Johnson
April 18, 1775

Many self-advocates have approached me over the past few years about where to get some good, practical information and materials about self-advocacy. You also told me that you wanted materials that were written by self-advocates. In response to your comments, this guidebook was developed. The guidebook is about finding out who has what you need and where to go to get it.

I included materials that were written by and for self-advocates. Sometimes self-advocates sent me materials that they said helped them. However, the materials were written by professionals. I included these materials. Some of the materials are free and some will cost you money. You will have to ask the people listed in the guidebook the cost of the materials.

The guidebook is divided into the following 19 sections:

(1) advisor training
(2) Americans with Disabilities Act
(3) board training
(4) building self-advocacy groups
(5) choice making
(6) employment
(7) evaluation of services
(8) financial issues
(9) health and medical concerns
(10) housing
(11) leadership skills
(12) legal rights
(13) Personal Futures Planning
(14) public awareness and education
(15) relationships, sexuality, and social life
(16) safety
(17) self-advocacy movement
(18) self-advocacy skills
(19) services and supports

In each section, each resource listing includes title, author, year of publication, a description of the publication or video, and where to write or call to get the materials. **The Research and Training Center and their staff cannot mail you any of the materials listed in this guidebook.**

I hope the guidebook will help self-advocates to continue to build and strengthen their grassroots movement. As Francis Bacon said in 1597, "Knowledge is power."

Mary F. Hayden, Ph.D.
April 15, 1995

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ADVISOR TRAINING

- **Action Through Advocacy: A Manual for Training Volunteers**

Author/Year: Texas Tech University Research and Training Center in Mental Retardation (1980)

Description: This manual can be used to train volunteers to support advocates. The manual explains to the volunteer about developmental disabilities, the advocate's role, and attitudes that affect persons with disabilities. The manual helps teach basic skills in communication, assertiveness, and taking action for change.

Available From: Arc/MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408. Telephone: (612) 827-5641 or (800) 582-5256.

- **An Advisor's Guidebook for Self-Advocacy**

Author/Year: Woodard, J. (1980)

Description: This guidebook talks about planning, the role of an advisor, and training for self-advocacy skills.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Arc/ MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408. Telephone: (612) 827-5641 or (800) 582-5256.

- **Effective Advocacy. Avenues to Change**

Author/Year: Arc/U.S. (1974)

Description: This publication contains information to help advocates. It includes facts about mental retardation, examples of advocacy functions, descriptions of the phases of advocacy, and guidelines for ensuring the rights of persons with mental retardation.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Arc/MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408. Telephone: (612) 827-5641/ (800) 582-5256.

- **How to Have a Safe and Successful People First Convention**

  Author/Year: People First of Washington (No date)

  Description: This sheet provides a list of ideas on how to have a safe and successful convention. It provides topics for advisors to discuss with self-advocates before they go to a convention.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- **People First: Advice for Advisors**

  Author/Year: Worrell, B. (1988)

  Description: This handbook for advisors talks about what self-advocacy is and shows two ways to do self-advocacy. It outlines how to be a good advisor by organizing and teaching. It talks about how to empower self-advocates and highlights the importance of being committed to the self-advocacy movement.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: National People First Project, Kinsmen Building, 4700 Keele St., Downsview, ON M3J 1P3, Canada. Telephone: 416-661-9611.

- **The Self-Advocacy Advisor**

  Author/Year: People First of Washington (1995)

  Description: This packet provides information about the role of an advisor. Some of the topics include planning a contract with an advisor, advisor description of job, and advisor training.

  This information is very helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- **Ten Questions to Ask Yourself as an Advisor**

Author/Year: People First of Washington (No date)

Description: This fact sheet provides a list of questions for advisors to ask themselves. Some of the questions are: 1) Am I really listening to the self-advocates?, 2) Do I see the real human growth and potential in the self-advocates?, 3) Do my actions promote respect and to recognize individual growth?, 4) Is it okay for self-advocates to question me?, and 5) Do I realize that advisors as well as self-advocates make mistakes? This fact sheet is also available in Spanish.

Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

AMERICANS WITH DISABILITIES ACT

- **ADA Documents and Information Fact Sheet**

Author/Year: Administration of Developmental Disabilities (No date)

Description: This fact sheet tells where a person can write to get a copy of the ADA. It also tells where to get the ADA in braille, audiotape and in large print.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Administration on Developmental Disabilities,
200 Independence Ave. SW, Washington, DC 20201.
Telephone: (202) 690-5504.

- **ADA Employment Fact Sheet**

Author/Year: Administration on Developmental Disabilities (No date)

Description: This is fact sheet tells what businesses must do to help people with disabilities work there. It describes what sorts of things are thought of as disabilities. It also tells who will be watching to be certain that businesses are following the ADA.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Administration on Developmental Disabilities,
200 Independence Ave. SW, Washington, DC 20201.
Telephone: (202) 690-5504.

- **Americans with Disabilities Act**

Author/Year: South Carolina Protection and Advocacy (SC P&A) System for the Handicapped, Inc. (1990)

Description: This fact sheet provides information on the following areas: Employment, public accommodations, state and local governments, transportation, and telecommunications.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: SC P&A System for the Handicapped, Inc.,
3710 Landmark Dr., Suite 208, Columbia, SC 29204.
Telephone: (803) 782-0639 or (800) 922-5225.

- **Americans with Disabilities Act**

Author/Year: U.S. Department of Justice (No date)

Description: This booklet discusses the effects of the Americans with Disabilities Act on employment, public accommodations, transportation, state and local government operations, and on telecommunications relay services. This booklet is available in the following formats: print, braille, large print, audiotape, electronic file on computer disk, and electronic bulletin board.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: U.S. Department of Justice, Civil Rights Division,
Washington, D.C. 20035-6118.
Telephone: (202) 514-0301 or (202) 514-0381 (TDD).
Call (202) 514-6193 for alternative formats.

- **Americans with Disabilities Act (ADA) and Working**

Author/Year: Arc-U.S. (1993)

Description: This booklet talks about how the ADA can help persons with disabilities at work. It is available in large print, audio cassette tape, and computer disk.

Available From: The Arc, National Headquarter, 500 E. Border St., Suite 300,
Arlington, TX 76010.

- **Americans with Disabilities Act: Questions and Answers**

Author/Year: U.S. Equal Employment Opportunity Commission (1992)

Description: This booklet provides information on employment, state and local government, public accommodations, and other topics which are covered under the ADA. The booklet also provides agency/organization names and phone numbers for obtaining information on the law requirements.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: U.S. Department of Justice, Public Access Section, Washington, DC 20035-6738. Telephone: (202) 663-4624

- **Americans with Disabilities Act: Rights of Individuals Who are Deaf or Hard of Hearing**

Author/Year: South Carolina Protection and Advocacy (SC P & A) System for the Handicapped, Inc. (1993)

Description: This fact sheet provides information on the rights of people who are deaf or hard of hearing. The topics discussed include employment, state and local governments and organizations, public accommodations, and complaints.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: SC P&A System for the Handicapped, Inc., 3710 Landmark Dr., Suite 208, Columbia, SC 29204. Telephone: (803) 782-0639 or (800) 922-5225.

- **Americans with Disabilities Act: Rights of Persons with HIV/AIDS**

Author/Year: South Carolina Protection and Advocacy (SC P & A) System for the Handicapped, Inc. (1993)

Description: This fact sheet provides information on the rights of people with HIV/AIDS. The topics discussed include: state and local governments, public accommodations, employment, and complaints.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: SC P&A System for the Handicapped, Inc., 3710 Landmark Dr., Suite 208, Columbia, SC 29204. Telephone: (803) 782-0639 or (800) 922-5225.

- **Americans with Disabilities Act: Your Employment Rights as an Individual with a Disability**

Author/Year: U.S. Equal Employment Opportunity Commission (1991)

Description: This booklet explains the part of the ADA that prohibits job discrimination. It provides information on commonly asked questions about job discrimination, on employer's responsibilities, and on employee's or self-advocate's rights. It also explains what self-advocates can do if they feel discriminated against. A list of materials is included in the back of the booklet.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Equal Employment Opportunity Commission,
1801 L St. NW, Washington, DC 20507.
Telephone: (202) 663-4900.

- **How to File an Americans with Disabilities Act Complaint**

Author/Year: South Carolina Protection and Advocacy (SC P & A) System for the Handicapped, Inc. (1992)

Description: This fact sheet provides information on how to file a complaint if you are discriminated against and who to file your complaint to.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: SC P&A System for the Handicapped, Inc.,
3710 Landmark Dr., Suite 208, Columbia, SC 29204.
Telephone: (803) 782-0639 or (800) 922-5225.

- **Open for Business**

Author/Year: Administration on Developmental Disabilities (No date)

Description: This fact sheet talks about the Americans with Disabilities Act. It describes what businesses must do in order to follow the law.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Administration on Developmental Disabilities,
200 Independence Ave. SW, Washington, DC 20201.
Telephone: (202) 690-5504.

- **Overview on ADA**

Author/Year: Administration on Developmental Disabilities (No date)

Description: This fact sheet talks about what public services, public accommodations, and telecommunications must do in order to follow the ADA.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Administration on Developmental Disabilities,
200 Independence Ave. SW, Washington, DC 20201.
Telephone: (202) 690-5504.

BOARD TRAINING

- **How to Be an Effective Board Member**

Author/Year: Eddy, B., Cohen, G. & Griggs, P. (1989)

Description: This manual was written to help self-advocates to join, to learn about, and to participate on public boards. The manual was written for persons interested in assisting self-advocates in becoming active board members. It covers the following topics: (1) facilitator activities, (2) training materials, (3) helpful checklists and forms, and (4) resources and references.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Institute for Human Development,
University of Missouri - Kansas City, 2220 Holmes,
Kansas City, MO 64108. Telephone: (816) 235-1770.

- **How to be an Effective Board Member: A Manual for Facilitators**

Author/Year: Eddy, B. & Cohen, G., & Rinck, C., & Griggs, P. (1989)

Description: This manual is designed to help self-advocates become board members. It provides information on the following skills: rules of order, motions and voting, assertiveness, roles of the consumer, and getting help. It also provides some sample board orientations.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Institute for Human Development,
University of Missouri - Kansas City, 2220 Holmes,
Kansas City, MO 64108. Telephone: (816) 235-1770.

- **Job Description for... A Member of the Board**

Author/Year: Siefer, J.C. (1989)

Description: This fact sheet provides a detailed description of a board member's duties. Some of the duties it explains include: making sure you meet the needs of the people, setting policies and goals with other board members, making sure there are adequate finances for the organization, writing plans that outline the long-term future, and attending meetings.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: John C. Siefer, Board and Administrator, Box 208, Sioux City, IA 51102.

- **Not Another Board Meeting! Guides to Building Inclusive Decision-Making Group**

Author/Year: Gobel, S. & Flynn, J. (1994)

Description: This guidebook is a useful tool to bring self-advocates, support persons, and board members together to talk about their group's purpose. There is a guide for self-advocate support persons and other board members.

This is a very accessible document. It has symbols, people first language, and an easy-to-understand format.

Available From: The Oregon Developmental Disabilities Council, Attention: Jill Flynn, 540 24th Place NE, Salem, OR 97301. Telephone: (503) 945-9941 or (800) 292-4154 (in Oregon).

- **Speaking for Ourselves: Board Training**

Author/Year: Speaking for Ourselves (No date)

Description: This packet provides information for self-advocates on the following topics: (1) non-profit organizations; (2) what a board is; (3) the responsibilities of a board, its members, and its officers; (4) what qualities board members should have; (5) what board committees are and what they do; and (6) what the difference is between the board and chapter.

Available From: Speaking For Ourselves, One Plymouth Meeting, Suite 625, Plymouth Meeting, PA 19462. Telephone: (615) 825-4592.

- **Building Self-Advocacy in the Community**

Author/Year: Arc/U.S. (1989)

Description: This manual was developed to help self-advocates join together. It describes and gives suggestions on how to develop and carry out a self-advocacy workshop. This manual covers the following topics: (1) what the workshop is supposed to do; (2) how to plan a workshop; (3) how to start the workshop; (4) what topics to cover in the workshop; (5) different ways to give presentations; (6) how to start ongoing self-advocacy activities; (7) what to do after the workshop; (8) other resources on self-advocacy (books, manuals, videos, etc.)

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Arc/National Headquarters, P.O. Box 1047, Arlington, TX 76010. Telephone: (817) 261-6003 or (817) 227-0553 (TDD).

- **A Community Where Self-Advocacy Grows - Supporting Personal Power, Leadership, Choice, and Participation**

Author/Year: People First of Washington (No date)

Description: This packet provides information for self-advocates on the following topics: what self-advocacy is, when self-advocacy begins, successful self-advocacy groups, steps to starting self-advocacy groups, setting goals in a self-advocacy group, ways to support self-advocacy groups, and successful self-advocacy organizations.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- **Focus on Self-Advocacy**

Author/Year: Meagher, M.F. (1992)

Description: This informational sheet for self-advocates briefly explains how promoting self-advocacy has changed, what people (some self-advocates) think about self-advocacy, and brings up some questions about what is expected for self-advocates.

Available From: New Jersey Self-Advocacy Project, P.O. Box 397, Martinsville, NY 08836.

- **Four Easy Pieces (Video)**

  Author/Year: Advocating Change Together (ACT) (no date)

  Description: This video is designed to serve as a guide for advisors and self-advocates to train other people to become self-advocates.

  Available From: ACT, 1821 University Ave., Suite 363 South, St. Paul, MN 55104. Telephone: (612) 641-0297.

- **How to Have a Safe and Successful People First Convention**

  Author/Year: People First of Washington (No date)

  Description: This sheet provides a list of suggestions on how to have a safe and successful convention. It provides ideas for self-advocates such as bring a picture I.D., medical card, list of medications you're on; keep your money in a safe place; always stay with a friend, etc.

  Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- **Life, Liberty, and the Pursuit of Happiness: A Self-Advocacy Curriculum**

  Author/Year: Hallgren, B. & Norsman, A. (1977)

  Description: This self-advocacy curriculum is designed for people who are learning about advocacy and want to take a closer look at their rights as human beings and U.S. citizens. The 12 session course is designed to take place over a 12 week period with one two-hour session each week. It is recommended that the class size not exceed 15 people and that there be two instructors. The course is designed to introduce adults to the basic concepts of individual differences, independence, human/civil rights and responsibilities, laws and the law making process, and self-advocacy.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: Wisconsin Coalition for Advocacy, 16 N. Carroll St. Suite 400, Madison, WI 53703. Telephone (608) 267-0214.

- **Local Arc Self-Advocacy Groups Throughout Maryland**

Author/Year: Arc/Maryland (No date)

Description: This packet lists self-advocacy groups located in Maryland. It provides addresses, phone numbers, and short descriptions for each group. It also provides material relating to the legislative process. Included are addresses of senators and delegates, an outline of the legislative branch of Maryland, and an explanation of the legislative process.

Available From: Arc/Maryland, 6810 Deerpath Rd., Suite 310, Baltimore, MD 21227. Telephone: (410) 379-0400.

- **No More B.S.**

Author/Year: People First of Washington (1992)

Description: This book provides information, suggestions, and encouragement for self-advocates to: (1) speak up for themselves and against discrimination and being labeled, (2) organize groups, (3) become self-empowered, (4) become self-advocates, (5) deal with the media, and (6) know their rights under the Americans with Disabilities Act. This book also provides a list of resources for each topic covered.

This information is helpful to self-advocates. However, some self-advocates may need some assistance from their advisors to understand certain items.

Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- **Officer Handbook**

Author/Year: People First of Washington (No date)

Description: This packet provides information for self-advocates on being an officer of People First. It covers the following topics: how to be a good officer, duties of an officer, qualities of a good officer, the agenda or order of business at a meeting, voting, and electing officers.

Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- **People First Self-Advocacy Manual**

  Author/Year: Institute for Human Development (1986)

  Description: This manual helps people learn how to become self-advocates. The manual includes the following chapters: (1) What is self-advocacy?, (2) Laws and a test, (3) What do we do at a meeting?, (4) How we make decisions, (5) What officers and leaders do, (6) What advisors/helpers should do, (7) Assertiveness training, (8) What People First members say, (9) Tools on being a good leader, and (10) Evaluations for People First.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: Institute for Human Development,
  University of Missouri - Kansas City, 2220 Holmes,
  Kansas City, MO 64108. Telephone: (816) 235-1770.

- **Self Advocacy - A Guide to Self-Advocacy Organizations, Agencies, and Projects in Minnesota**

  Author/Year: Hayden, M.F., & Senese, D. (1994)

  Description: This guide contains many resources to help people with developmental disabilities advocate for themselves. The first part of the book lists self-advocacy groups that are operated by persons with disabilities. The second part includes special programs and projects that help persons with disabilities with their self-advocacy skills. The third part lists written materials and resource libraries to assist self-advocates.

  Available From: Publications Office, University of Minnesota,
  Institute on Community Integration, 109 Pattee Hall,
  150 Pillsbury Dr. SE, Minneapolis, MN 55455.
  Telephone: (612) 624-4512.

- **Self-Advocacy Curriculum: Protection and Advocacy System for New Mexicans with Developmental Disabilities**

  Author/Year: (Author and date unknown)

  Description: This manual includes an advisor's handbook, client handbook, and training suggestions. Some reading ability is necessary.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: Arc/MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408.
  Telephone: (612) 827-5641 or (800) 582-5256.

- **Self-Advocacy in Massachusetts: A Look at How Consumer Networks are Working Together to Make the Most Out of Available Resources**

Author/Year: Arc/Massachusetts (No date)

Description: This booklet provides information on self-advocacy in Massachusetts. It discusses such topics as: (1) their mission statement; (2) legislative groups that look at the legislative process; (3) social/support groups that focus on sharing experiences of people and how they live; (4) outreach groups that travel to visit other groups, write newsletters, and organize networking events; (5) activist groups which participate in rallies, demonstrations, and protests; and (6) technology groups which advocate for training and support and funding for consumers and staff. It also provides a list of resources.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Arc/MA, Consumer Advocacy, 217 South St., Waltham, MA 02154. Telephone: (617) 891-6270.

- **Self-Advocacy: Speaking Up for Yourself and Others/Some Ideas for Successful Self-Advocacy**

Author/Year: People First of Nebraska (1993)

Description: This packet provides information on: (1) the purpose and goals of People First of Nebraska, (2) what self-advocacy is and when it begins, (3) successful self-advocacy groups and organizations, (4) ways to support a self-advocacy group over time, (5) how to set goals for your self-advocacy group, and (6) what advisors to self-advocates should do and their qualities. The packet also provides a list of resources and references for more information on self-advocacy.

Available From: People First of Nebraska, 2510 N St., Suite 411, Lincoln, NE 68510. Telephone: (402) 463-3207.

- **Self-Advocacy: Supporting the Vision**

Author/Year: Arc/U.S. (1992)

Description: This handbook and video gives self-advocates information on the importance of supporting self-advocacy and steps to organizing a self-advocacy group.

Available From: Arc/National Headquarters, P.O. Box 1047, Arlington, TX 76004. Telephone: (817) 261-6003 or (817) 227-0553 (TDD).

- **Self-Advocacy Training Module 1**

Author/Year: Sonoma County Citizen Advocacy (No date)

Description: This manual teaches consumers to be self-advocates by teaching them appropriate assertive behaviors. The goals of the training is to: (1) help consumers gain as much control over their lives as possible so they are not dependent on others, (2) teach assertive responses to improve the consumer's confidence, and (3) make it easier to express his/her needs and live as independently in the community as possible.

Available From: Arc/MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408. Telephone: (612) 827-5641 or (800) 582-5256.

- **The Self-Advocacy Workbook**

Author/Year: Gardner, N. (1980)

Description: This workbook was written for persons with disabilities. It includes topics such as: an introduction to self-advocacy, forming and running an advocacy group, working with an advisor and board of directors, forming committees, incorporation, publicity, and having a convention. Each chapter has four parts: new terms, a story, questions and answers, and a checklist.

Available From: Arc/MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408. Telephone: (612) 827-5641 or (800) 582-5256.

- **Setting Goals for People First Chapters**

Author/Year: People First of Washington (1986)

Description: This packet lists the self-advocacy skills which People First local chapters should focus on and practice during every meeting. Several ideas are suggested for the local chapters on how to set goals. A list of things to think about when talking about setting goals for their chapter is also provided.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- ## Speak Up for Yourself and Your Future

Author/Year: Fruney, K.S., Carlson, N., Lisi, D., & Yuan, S. (1993)

Description: This training manual teaches self-advocates self-determination and self-advocacy skills. A video is included. The manual talks about getting to know yourself better, what you like and what you don't like. It also focuses on making and setting personal goals and what will be helpful and not helpful in achieving the goals. It teaches how to get support and how to overcome barriers to achieving goals. Finally, it teaches how to handle disagreements and the six unit regards self-advocacy in group situations.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Enabling Futures Project, Department of Special Education, 405A Waterman Building, University of Vermont, Burlington, VT 05405. Telephone: (802) 656-2936.

- ## Spreading the Word

Author/Year: Speaking for Ourselves (1993)

Description: This booklet helps people learn about self-advocacy. It is based on what Speaking for Ourselves has learned over the past 10 years. It is written for members of self-advocacy groups to use together. Some of the topics covered in the booklet include: where did the group start, who are the members, what principles the group stands for, what's important, how the group is organized, what is a chapter, what happens in the chapter, how are members involved, what do advisors do, and things the group has learned. It is written for members of self-advocacy groups to use together.

Available From: Speaking for Ourselves, One Plymouth Meeting, Suite 530, Plymouth Meeting, PA 19462. Telephone: (610) 825-4592.

- ## Systems Advocacy

Author/Year: Eklund, E. (1976)

Description: This booklet tells how to plan and implement a successful systems advocacy group for bringing about social change. It talks about the mission of advocacy groups, the systems advocacy process, and development of action strategies.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Arc/MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408. Telephone: (612) 827-5641 or (800) 582-5256.

- **We the People: A Self-Advocacy Guide for Floridians with Developmental Disabilities**

Author/Year: Arc/Florida (1988)

Description: This guide addresses various issues that people with disabilities face when working towards greater independence, including finding a job, living arrangements, transportation, and post-high school education. It includes printed materials on self-advocacy organizations in Florida that will protect one's legal rights, and governmental agencies.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Arc/MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408.
Telephone: (612)827-5641 or (800) 582-5256.

- **Creating Employment Opportunities for Iowans with Developmental Disabilities and Mental Illness**

Author/Year: Iowa Protection and Advocacy Services, Inc. (1993)

Description: This booklet provides suggestions for self-advocates on how to advocate for supported employment. It also answers questions that are asked by parents, families, and participants of supported employment. It has comments from some participants of supported employment on how they feel about the program. The booklet contains a list of resources, videotapes, and definitions.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Iowa Protection and Advocacy Services, Inc.,
3015 Merle Hay Rd., Suite 6, Des Moines, IA 50310.
Telephone: (515) 278-2502 TDD or Fax: (515) 278-0571.

- **Exemplary Strategies for Ongoing Supports in Employment: Natural and Human Service Supports**

Author/Year: Wolf-Branigin, K., St. Peter, S., Daeschlein, M., & Peterson, M. (1991)

Description: This booklet reviews ways to help people be more successful in their jobs. The ideas presented in the booklet are divided into six categories: (1) self-management and natural support, (2) peer support and natural support, (3) self-determination and natural support, (4) employment sites and natural support, (5) human services personnel and natural support and (6) legislative change, culture, and natural support.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Developmental Disabilities Institute, Wayne State University,
6001 Cass, Room 326, Detroit, MI 48202.
Telephone: (313) 577-2654 Fax: (313) 577-3770.

- **Employment and Education**

Author/Year: People First of Tennessee & McBroom, M. (1990)

Description: This booklet is one of six mini-books that accompany the Problem Solving Workbook (see page 33). It discusses education and employment issues faced by self-advocates in Tennessee. The booklet provides information on (1) what services are available and who to contact, (2) laws, rules, and regulations, and (3) who you can contact if you have a problem or question.

This booklet was written by self-advocates.

Available From: People First of Tennessee, P.O. Box 121211, Nashville, TN 37212-1211. Telephone: (615) 256-8002.

- **Getting the Job Done: Learning to Expand the Social Resources Available to People with Severe Disabilities at Work**

Author/Year: O'Brien, J. (1992)

Description: This packet discusses supported employment and what family, friends, staff, employers, and employees can do to help the self-advocate who is looking for or starting a new job. The packet also discusses the role of the job coach and what he or she should or shouldn't do to encourage employers and co-workers to support workers with disabilities.

This information is helpful to self-advocates. Some self-advocates may need some assistance from their advisors to understand certain items.

Available From: Center on Human Policy, 200 Huntington Hall, Syracuse, NY 13244. Telephone: (315) 443-3857.

- **Put that Person to Work: A Co-worker Training Video for the Co-worker Transition Model**

Author/Year: Missouri Developmental Disabilities Resource Center (No date)

Description: For more information about the video please contact the organization.

Available From: Missouri Developmental Disabilities Resource Center, 2220 Holmes, Kansas City, MO 64108. Telephone: (816) 235-1770.

- **Supported Employment: New Approach to Employment for Persons with Severe Disabilities**

Author/Year: South Carolina Protection and Advocacy (SC P&A) System for the Handicapped, Inc. (1991)

Description: This fact sheet provides information on the supported employment program. It talks about the features of the program, the different approaches of the program, interagency cooperation, school district involvement, and supported employment programs in South Carolina.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: SC P&A System for the Handicapped, Inc.,
3710 Landmark Dr., Suite 108, Columbia, SC 29204.
Telephone: (803) 782-0639 or (800) 922-5225.

- **Transition into Retirement for Older Persons with Developmental Disabilities**

Author/Year: Johnson, L., Moxley, D., McNeese, S., Peterson, M., & Pfaendtenr, J. (1989)

Description: This report describes a study which was designed to obtain needs assessment and related planning information. This information was then used to inform agencies and community decision-makers about the retirement and community support needs of persons with developmental disabilities who are over the age of fifty-five. This report has three major sections: (1) needs assessment study, (2) guidelines and planning for transition into retirement, and (3) references and annotated resource bibliography.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Developmental Disabilities Institute, Wayne State University,
6001 Cass Suite 326, Detroit, MI 48202.
Telephone: (313) 577-2654 Fax: (313) 577-3770.

- **Using the Plans for Achieving Self Support (PASS) to Provide Employment Opportunities for People with Mental Retardation**

Author/Year: Arc/National (1992)

Description: To obtain more information about this newsletter, please contact the organization.

Available From: The Arc National Headquarters, 500 E. Border St., Suite 300, Arlington, TX 76010. Telephone: (817) 261-6003 or (817) 277-0553 (TTY).

- **Worker's Handbook**

Author/Year: People First of Washington (1985)

Description: This packet provides information on how to organize a "worker's handbook". It also provides suggestions for the parts to include in a handbook. This information is helpful to self-advocates.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- **Working I: Attitudes and Habits for Getting and Holding a Job**

Author/Year: Missouri Developmental Disabilities Resource Center (No date)

Description: For more information about this video, please contact the organization.

Available From: Missouri Developmental Disabilities Resource Center, 2220 Holmes, Kansas City, MO 64108. Telephone: (816) 235-1770.

- **Working on... A Survey of Emerging Issues in Supported Employment for People with Severe Disabilities**

Author/Year: O'Brien, J. (1990)

Description: This packet is a result of discussions with groups concerned with improving the quality of supported employment. The packet discusses three challenges for the field of supported employment: (1) access to individual jobs for more people; (2) improving the quality of jobs; and (3) organizing to promote and guide future development.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Center on Human Policy, Syracuse University, 200 Huntington Hall, Syracuse, NY 13244. Telephone: (315) 443-3857.

- **Financial Benefits**

Author/Year: People First of Tennessee & McBroom, M. (1990)

Description: This booklet is one of six mini-books that accompany the Problem Solving Workbook (see page 33). It talks about financial issues for self-advocates in Tennessee. The booklet provides information on what services are available and who to contact; laws, rules and regulations; and who to contact with a problem or question.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: People First of Tennessee, P.O. Box 121211, Nashville, TN 37212- 1211. Telephone: (615) 256-8002.

- **Financial Support for Persons with a Mental Illness: SSI and/or SSDI**

Author/Year: South Carolina Protection and Advocacy (SC P & A) System for the Handicapped (No date)

Description: This fact sheet provides information of Social Security Income (SSI) and Social Security Disability Insurance (SSDI). The topics covered include: (1) definitions and explanations of each, (2) how to get SSI or SSDI, and (3) the eligibility requirements.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: SC P&A System for the Handicapped, Inc., 3710 Landmark Dr., Suite 208, Columbia, SC 29204. Telephone: (803) 782-0639 or (800) 922-5225.

- **Fundraising**

Author/Year: People First of Washington (No date)

Description: This packet explains how self-advocacy groups can raise money for their expenses. It provides suggestions on how to decide how much money is needed for the group, how the group can raise money, who they can contact for help, and it also provides a checklist.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- **Medicare: Q & A (Publication #02172)**

Author/Year: U.S. Department of Health and Human Services, Health Care Financing Administration (1991)

Description: This booklet answers 60 commonly asked questions about Medicare.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: U.S. Government Printing Office, Washington, DC 20402. Telephone: (602) 783-3238.

- **Representative Payee Questions and Answers**

Author/Year: Iowa Protection and Advocacy Services (1993)

Description: This fact sheet provides information on representative payees. It explains: (1) when a representative payee is appointed, (2) what they do, (3) whether they get paid, (4) who needs a representative payee, (5) who decides if a person needs one, (6) who can be one, (7) what to do if a representative payee is not doing a good job, (8) how a person can change representative payees, (9) how to become a representative payee, and (10) what to do if a person needs one.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Iowa Protection and Advocacy Services, Inc., 3015 Merle Hay Rd., Suite 6, Des Moines, IA 50310. Telephone: (515) 278-2502

- **Understanding Social Security (Publication # 05-10024)**

Author/Year: Social Security Administration (1993)

Description: This booklet tells about all of the programs that are a part of the Social Security System.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: U.S. Department of Health and Human Services, Social Security Administration, Baltimore, MD 21235.

- **How to Obtain Authorization**

Author/Year: New York State Commission on Quality Care for the Mentally Disabled (No date)

Description: This pamphlet tells about a new program in New York State. Surrogate Decision-Making Committees (SDMC) are an alternative approach to the court system for obtaining an informed decision about major medical treatment for "mentally disabled" clients in residential facilities operated or licensed by the office of the Department of Mental Hygiene.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: New York State Commission on Quality Care for the Mentally Disabled, 99 Washington Ave., Suite 1002, Albany, NY, 12210. Telephone: (518) 473-8683 or (800) 624-4143 (Voice/TDD).

- **Informed Consent to Medications and Treatment for Persons with Mental Illness**

Author/Year: Iowa Protection and Advocacy Services (1993)

Description: This fact sheet provides information on informed consent.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Iowa Protection and Advocacy Services, Inc., 3015 Merle Hay Rd., Suite 6, Des Moines, IA 50310. Telephone: (515) 278-2502.

- **Let's Talk About Health: What Every Woman Should Know**

Author/Year: Women's Health Project of The Arc of New Jersey (No date)

Description: This 30-minute video teaches women with developmental disabilities what to expect when they go to the doctor for a gynecologic exam. The video provides a graphic depiction of the breast and pelvic exam, breast self-examination, and mammography, explaining the examination step-by-step.

Available From: Arc of New Jersey, Women's Health Project,
985 Livingston Ave., North Brunswick, NJ 08902.
Telephone: (908) 246-2525. Fax: (908) 214-1834.

• Relationships

Author/Year: People First of Tennessee & McBroom, M. (No date)

Description: This booklet is one of six mini-books that accompany the Problem Solving Workbook (see page 33). It discusses health issues dealing with self-advocates in Tennessee. The booklet provides information on what services are available; laws, rules, and regulations; and who to contact with a problem or question.

This booklet was written by self-advocates.

Available From: People First of Tennessee, P.O. Box 121211, Nashville, TN 37212-1211. Telephone: (615) 256-8002.

HOUSING / RESIDENTIAL SERVICES

- **Advocacy in Residential Programs**

Author/Year: Rude, C. & Aiken, P. (1982)

Description: This booklet includes a look at goals of advocacy, community facilities, and programming for persons with disabilities; different models of advocacy in different states; and strategies for overcoming problems in advocacy.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Arc/MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408.
Telephone: (612) 827-5641 or (800) 582-5256.

- **Community Living for Adults**

Author/Year: Center on Human Policy (1989)

Description: This bulletin talks about community living, tells stories of a number of people who seem to enjoy their lives and the homes they have created, and introduces readers to agencies that are supporting people in individual ways.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Center on Human Policy, Syracuse University,
200 Huntington Hall, Syracuse, NY 13244-2340.
Telephone: (315) 443-3851. Fax: (315) 443-4338.

- **Fair Housing Act Amendments for People with Disabilities**

Author/Year: South Carolina Protection and Advocacy (SC P&A) System for the Handicapped, Inc. (1989)

Description: This fact sheet provides information on the Fair Housing Amendments. Topics include: changes in the law, the regulation's purpose, accessibility for the physically handicapped, common questions and answers, how to file a complaint, and who to contact if you have questions.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: SC P&A for the Handicapped, Inc.,
3710 Landmark Dr., Suite 208, Columbia, SC 29204.
Telephone: (803) 782-0639 or (800) 922-5225.

- ## A Handbook for People Thinking About Moving

Author/Year: People First of Washington (No date)

Description: This workbook helps self-advocates make informed choices about where they want to live. It also provides suggestions for those people who are helping the self-advocate. The book lists and describes four steps in making a decision about where to live: (1) knowing your rights about moving, (2) making a list of things that "make your life good for you", (3) making a list of "what you want from where you might live", and (4) making a decision about which choice is best for you.

Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403.
Telephone: (509) 758-1123.

- ## Housing

Author/Year: People First of Tennessee & McBroom, M. (1990)

Description: This booklet is one of six mini-books that accompany the Problem Solving Workbook (see page 33). It talks about housing in Tennessee. The booklet provides information on what services are available and who to contact; what skills are necessary for independent living; laws, rules, and regulations; health and environment issues; issues of abuse; and who you can contact if you have a problem or question.

This booklet was written by self-advocates.

Available From: People First of Tennessee, P.O. Box 121211,
Nashville, TN 37212-1211. Telephone: (615) 256-8002.

- ## Involuntary Discharges or Transfers

Author/Year: Iowa Protection and Advocacy Services (1987)

Description: This fact sheet is based on Iowa laws of 1987. This fact sheet discusses a self-advocate's rights when being forced to move from a health care facility. It explains the terms "involuntary discharge" or "transfer", how a resident of a facility can be discharged, and what a self-advocate can do about being transferred or discharged.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Iowa Protection and Advocacy Services, Inc.,
3015 Merle Hay Rd., Suite 6, Des Moines, IA 50310.
Telephone: (515) 278-2502.

- **Making a Move: Advice from People First Members About Helping People Move Out of Institutions and Nursing Homes**

Author/Year: O'Brien, C.L. & O'Brien, J. (1990)

Description: This packet includes a list of questions People First members created to help those people who are moving from institutions and nursing homes to their own apartments or group homes.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Center on Human Policy, Syracuse University,
200 Huntington Hall, Syracuse, NY 13244.
Telephone: (315) 443-3857.

- **Neighbors Helping Neighbors**

Author/Year: Watkins, S., Barett, T., & Beane, A. (No date)

Description: This training manual tells self-advocates how to set up independent living networks for self-advocates in rural communities. It covers areas such as recruiting and training volunteers, how to form an advisory board, how to match self-advocates with volunteers, and how to evaluate if a network has been helpful and effective.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: National Rural Independent Living Network, School of Education,
Western Washington University, Bellingham, WA 98225.
Telephone: (206) 676-3314.

- **Renting an Apartment**

Author/Year: People First of Washington (No date)

Description: This booklet offers ideas about choosing an apartment and some information about renting under the state of Washington's Landlord Tenant Act. Although the information is about renting under the state of Washington, this information is practical and very helpful to all people.

This information is helpful to self-advocates. Some self-advocates may need some assistance from their advisors to understand certain items.

Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- **The Volunteers Handbook for People Thinking About Moving**

Author/Year: People First of Washington (No date)

Description: This booklet is for volunteers for the Informed Choice/Advocacy Project. The purpose of this project is to allow a volunteer to assist a person in making important choices about their life, especially in deciding if that person wants to move out of their current facility and where that person may want to move to.

Available From: People First of Washington, PO Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- **What We Want from Residential Programs**

Author/Year: People First of Washington (1985/1986)

Description: This packet includes the following topics: (1) identifying things that 'help' in service programs, (2) identifying things that 'hurt' in service programs, (3) identifying common experiences that often happen to self-advocates, (4) identifying why people with disabilities have the experiences they have, and (5) identifying ways to make service programs better.

Available From: People First of Washington, PO Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

LEADERSHIP SKILLS

- **Assertiveness**

  Author/Year: People First of Washington (1983)

  Description: This packet is an assertiveness program for self-advocates. It contains four parts: (1) introduction; (2) discussion of non-assertive, aggressive, and assertive; (3) skits/role plays; and (4) a summary. The assertiveness program is presented in the packet as a basic approach to the concepts; instructors will need to modify the program as needed.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- **A Call to Action: The Roles of People with Mental Retardation in Leadership**

  Author/Year: Arc/U.S. (1992)

  Description: This handbook outlines the proceedings from the leadership forum held during the Arc's 1991 national convention. It also discusses barriers and strategies to supporting leadership of people with mental retardation.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: Arc/National Headquarters, P.O. Box 1047, Arlington, TX 76010. Telephone: (817) 261-6003 or (817) 227-0553 (TDD).

- **Don't Get Mad, Get Powerful! A Manual for Building Advocacy Skills**

  Author/Year: Michigan Protection and Advocacy Service (1986)

  Description: This manual defines advocacy, describes different types of advocacy, and steps involved in most advocacy cases. Other chapters deal with analyzing the problem situation, information gathering, record keeping, creating action plans, assertiveness, letter writing, and systems advocacy.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Arc/MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408.
Telephone: (612) 827-5641 or (800) 582-5256.

- ## How to Work with the System and Win

Author/Year: Kansas Center for Mental Retardation and Human Development (No date)

Description: This booklet is useful for anyone who is interested in learning about community organization. It is easy to read.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Arc/MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408.
Telephone: (612) 827-5641 or (800) 582-5256.

- ## How to Work with the System... and Win

Author/Year: Noone Gibbons, B. & Osborne, J. (No date)

Description: This booklet provides information on how to get people to change their minds and do what you want. It lists the three things a person needs to change other people's minds and gives suggestions on how to handle different situations.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: New Jersey Self-Advocacy Project, P.O. Box 397,
Martinsville, NJ 08836.

- ## Leadership Plus

Author/Year: Hoffman, M. (1992)

Description: This booklet provides self-advocates with information to assist them in building connections and getting control. Leadership Plus consists of three manuals: (1) the participant manual, written to assist consumers in developing and initiating their leadership, self-advocacy, and self-determination skills; (2) the facilitators manual, written to assist facilitators in taking consumers through the participant manual, and (3) "I Make the Motion Too...!", written to teach consumers about how to make motions.

Available From: Arc/Tulsa, 1400 South Boston, Suite 650, Tulsa, OK 74119.
Telephone: (918) 582-8272.

- **People First: Leadership Training Manual**

  Author/Year: Worrell, B. (1988)

  Description: This manual was written to help self-advocates learn how to organize and how to stand up for their rights. The manual covers the following topics: (1) what self-advocacy is about, (2) how People First and other groups can help self-advocates, (3) why people need self-help groups, (4) the power of a group, (5) organizing and strengthening a group, (6) how to make a group known - advertising, (7) how to chose an advisor, and (8) leadership.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: National People First Project, Kinsmen Building, 4700 Keele St., Downsview, ON M3J 1P3, Canada. Telephone: (416) 661-9611.

- **Problem Solving and Decision Making**

  Author/Year: People First of California (No date)

  Description: This fact sheet lists steps a group may take to successfully solve a problem or make a choice. This fact sheet is also available in Spanish.

  Available From: People First of California, P.O. Box 3969, Chico, CA 95927-3969. Telephone: (916) 899-7305.

- **Problem Solving Workbook**

  Author/Year: People First of Tennessee & McBroom, M. (1990)

  Description: This workbook provides information on learning how to solve a problem. It consists of six chapters: transportation, relationships, housing, benefits, special services, and employment and education.

  This workbook was written by self-advocates.

  Available From: People First of Tennessee, P.O. Box 121211, Nashville, TN 37212-1211. Telephone: (615) 256-8002.

- **Qualities of a Good Officer**

  Author/Year: People First of California (No date)

  Description: This fact sheet provides a list of qualities of a good officer.

  Available From: People First of California, P.O. Box 3969, Chico, CA 95927-3969. Telephone: (916) 899-7305.

- **Taking Charge!**

  Author/Year: Heritage Centers of Buffalo, NY (1993)

  Description: This leadership training project was designed for groups of 10-12 people and is about 14 hours in length. This project combines personal development exercises with skill building in small and large group process, speaking, writing, planning, and goal setting.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: Heritage Centers of Buffalo, NY, 101 Oak St., Buffalo, NY 14203. Telephone: (716) 856-4201.

- **Voices That Count, Making It Happen: A Presenter's Guide**

  Author/Year: Pederson, E.L. & Chaikin, M.L. (1993)

  Description: This guide was written to help self-advocates learn the skills necessary to speak to groups about leadership roles and opportunities. Speakers using the guide will give boards and committees they talk to ideas on how they might recruit and build partnerships with self-advocates. Along with the guide, there is an audiotape of the guide to assist users of the guide. There is also a videotape which is to be used as part of the presentations to the boards. The video shows real people and tells of their experiences.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: University Affiliated Program Cincinnati Center for Developmental Disorders, 3300 Elland Ave., Cincinnati, OH 45229. Telephone: (513) 559-4639 or 559-4626 (TDD).

- **We Are People First: A Book on Self-Advocacy**

Author/Year: McGill, J. (No date)

Description: This booklet explains what self-advocacy is and explains how to be a self-advocate. It also talks about individual rights and responsibilities, laws self-advocates should know about and, what to do if these rights are violated. It also provides a quiz to see how well readers understood the booklet.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Nebraska Advocacy Services, 522 Lincoln Center Building, 215 Centennial Mall S., Lincoln, NE 68508. Telephone: (402) 474-3183.

- **Against Pain as a Tool in Professional Work on People with Severe Disabilities**

  Author/Year: O'Brien, J. (1989)

  Description: This packet reviews the issue of using pain as a tool in working with people who have disabilities. Different views on the use of pain are reviewed. The author states that he does not approve of using pain as a tool.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: Center on Human Policy, Syracuse University, 200 Huntington Hall, Syracuse, NY 13244. Telephone: (315) 443-3857.

- **Bill of Rights Series**

  Author/Year: Arc/U.S. (1990)

  Description: Please contact the organization for more information.

  Available From: Arc National Headquarters, 500 E. Border St., Suite 300, Arlington, TX 76010. Telephone: (817) 261-6003 or (817) 277-0553 (TTY).

- **Disability Law: A Legal Primer**

  Author/Year: Essex County Bar Association Committee on the Rights of Persons with Disabilities. (The booklet is based upon laws in effect as of February, 1992.)

  Description: This information booklet helps explain laws concerning persons with disabilities. It does not constitute legal advice, which can only be given by an attorney. The booklet discusses the following topics: (1) an overview of the Americans with Disabilities Act, (2) architectural barriers, (3) commitments, (4) estate planning, (5) guardianship, (6) housing, (7) Medicare, (8) social security, (9) special education, (10) transportation barriers, (11) vocational rehabilitation, (12) workers' compensation, (13) work place, and (14) zoning.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: New Jersey State Bar Foundation, One Constitution Square, New Brunswick, NJ 08901-1500. Telephone: 1-800-FREE-LAW or (908) 249-5000.

- **Guardianship, Conservatorship, Trusts, and Wills for Families with Mentally Retarded or Other Disabled Family Members**

Author/Year: Arc/California (No date)

Description: This pamphlet provides information on conservatorship, guardianship, limited conservatorship, wills, and trusts. The legal information provided is based upon California laws.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Arc-CA, 1510 J St. Suite 180, Sacramento, CA 95814. Telephone: (916) 441-3322.

- **A Guide to Guardianships and Conservatorship**

Author/Year: Iowa Protection and Advocacy Services (1991)

Description: This booklet discusses guardianships and conservatorship as they apply to Iowa laws. It provides definitions, explanations, and information on assessing the need for a guardian and conservator.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Iowa Protection and Advocacy Services, Inc., 3015 Merle Hay Rd., Suite 6, Des Moines, IA 50310. Telephone: (515) 278-2502.

- **If You Get Arrested**

Author/Year: GOARC (1992)

Description: This pamphlet provides information to help self-advocates if they ever get arrested. It provides information on a person's rights, when a person should and shouldn't talk to the police or answer their questions, and it also provides answers to some common questions people may have about getting arrested.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Project II/GOARC, 3610 Dodge St., Suite 101, Omaha, NE 68131. Telephone: (402) 346-5220.

- ## The Lanterman Act

Author/Year: People First of California (No date)

Description: This information packet provides information about the California Lanterman Mental Retardation Services Act. The Lanterman Act (1969) helped start a statewide program to provide services to people with mental retardation in community programs. The Lanterman Act was set up to help support people with developmental disabilities so that they would be able to live in their own communities. This packet is also available in Spanish.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: People First of California, PO Box 3969, Chico, CA 95927-3969. Telephone: (916) 899-7305.

- ## Learning About Voting and How Government Works

Author/Year: People First of Washington (No date)

Description: This guidebook provides an outline of information on voter education. It contains six sections: (1) learning the rights and responsibilities of voting, (2) how the government works, (3) federal government, (4) state government, (5) county government, and (6) city government. This training program was specified for the state of Washington.

The basic information on voting and the government will be useful to anyone.

Available From: People First of Washington, PO Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- ## Legal Settlement Issues

Author/Year: Iowa Protection and Advocacy Services, Inc. (1987)

Description: This fact sheet is based on the laws of Iowa in 1987. This fact sheet discusses the issue of funding for services. It explains and describes the legal rights for self-advocates in Iowa for payment of services. For updated information, please contact the organization.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Iowa Protection and Advocacy Services, Inc.,
3015 Merle Hay Rd., Suite 6, Des Moines, IA 50310.
Telephone: (515) 278-2502.

- **Making a Complaint: A Guide for Persons with Disabilities and Their Families**

Author/Year: New York State Commission on Quality of Care for the Mentally Disabled (No date)

Description: This pamphlet provides suggestions for self-advocates who want to make effective use of programs and agencies to resolve complaints about services they may be receiving. The pamphlet also provides tips for telephone contacts, face-to-face contacts, and written contacts. A list of contact agencies in New York is also listed.

This pamphlet is based on New York agencies, however the steps and tips can be useful for anyone no matter where they live. This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: New York State Commission on Quality of Care for the Mentally Disabled, 99 Washington Ave., Suite 1002, Albany, NY 11210.
Telephone: (518) 473-7378 or (800) 624-4143 (TDD).

- **Rights and Responsibilities**

Author/Year: People First of California (No date)

Description: This fact sheet lists rights and responsibilities of self-advocates. This fact sheet is also printed in Spanish.

Available From: People First of CA, P.O. Box 3969, Chico, CA 9927-3969.
Telephone: (916) 899-7305.

PERSONAL FUTURES PLANNING

- **Building Person-Centered Support**

Author/Year: Mount, B., McDonald, R., Moynihan, M. & Perkins, W. (1993)

Description: This booklet is for personal futures planning and support circle facilitators. Part 1 describes the vision and ideas of person-centered thinking and talks about ways to identify the choices of individuals and their families. Part 2 talks about how to take what people want and make it happen.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: University Affiliated Program of New Jersey, Brookwood II, P.O. Box 6810, Piscataway, NJ 08855-6810 or 45 Knightsbridge Road, Piscataway, NJ 08855-6810. Telephone: (908) 932-1766.

- **Guidelines for Quality Individual Plans**

Author/Year: Minnesota Governor's Planning Council on Developmental Disabilities (1987)

Description: This pamphlet provides guidelines to assist families and individuals with disabilities to decide whether their written individual plan is good. This pamphlet also provides a list of references.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: MN Governor's Planning Council on Developmental Disabilities, 300 Centennial Building, 658 Cedar St., St. Paul, MN 55155. Telephone: (612) 296-4018 or (612) 296-9962 (TDD/TTY).

- **It's Never Too Early, It's Never Too Late**

Author/Year: Mount, B. & Zwernik, K. (1988)

Description: This booklet discusses the concept of Personal Futures Planning (PFP). The goal of this booklet is to introduce PFP as a process and to provide a rationale for using it as well as a basic understanding of its components.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: MN Governor's Planning Council on Developmental Disabilities, 300 Centennial Building, 658 Cedar St., St. Paul, MN 55155. Telephone: (612) 296-4018 or (612) 296-9962 (TDD/TTY).

- **"Listen, Lady, This is My Life": A Book of Stories About Personal Futures Planning in Minnesota**

Author/Year: Amado, A.N. & Lyon, P.J. (1992)

Description: This book of stories is about changes in the lives of people with disabilities who are fulfilling their dreams through the process of Personal Futures Planning. Other stories are about the people and agencies that support people with disabilities that have been changed by learning about and utilizing the Personal Futures Planning Process.

Available From: MN Governor's Planning Council on Developmental Disabilities, 300 Centennial Office Building, 658 Cedar St., St. Paul, MN 55155. Telephone: (612) 296-4018 or (612)296-9962 (TDD).

- **Ordinary Moments**

Author/Year: Brightman, A. (1985)

Description: This book of stories talks about the everyday experiences of people with disabilities. The individuals in the book discuss the humor, sadness, anger, love, and hurt that they feel.

Available From: Human Policy Press, P.O. Box 127, University Station, Syracuse, NY 13210. Telephone: (315) 443-3851.

PROGRAM EVALUATION

- **A Checklist for Evaluating Personal Assistance Services (PAS) Policies and Programs**

Author/Year: O'Brien, C.L. & O'Brien, J. (1992)

Description: This checklist was designed to help people working for change to describe what's missing in currently available programs and to communicate what is necessary if people with significant disabilities are to take their rightful place as full citizens.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Center on Human Policy, Syracuse University,
200 Huntington Hall, Syracuse, NY 13244.
Telephone: (315) 443-3857.

- **Evaluation: Every Person's Right**

Author/Year: Kansas Center for Mental Retardation and Human Development (No date)

Description: This booklet is an introduction to evaluation of services by persons with disabilities. It is an extremely simply written booklet for consumers to help them learn to evaluate services they receive. Advice is appropriate to anyone. Sample: "Tell our ideas to the people in charge. It's no use talking to someone who can't help. And the people who can help are the people at the top."

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Arc/MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408.
Telephone: (612) 827-5641 or (800) 582-5256.

- **Guidelines for Quality Individual Plans**

Author/Year: Minnesota Governor's Planning Council on Developmental Disabilities (1987)

Description: This pamphlet provides guidelines to assist families and individuals with disabilities to assess whether their written individual plan is appropriate. The pamphlet provides a list of references.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: MN Governor's Planning Council on Developmental Disabilities, 300 Centennial Office Building, 658 Cedar St., St. Paul, MN 55155. Telephone: (612) 296-4018 or (612)296-9962 (TDD).

- **Seminar: Evaluating Programs**

Author/Year: People First of Washington (1983)

Description: This packet came about from discussions on how programs and services can help self-advocates, how programs and services can hurt self-advocates, common experiences that happen to self-advocates because of the way others think, and questions that self-advocates can ask and think about to make programs and services better.

Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- **Signs of Quality: Words to Serve By**

Author/Year: People on the Go (1992)

Description: This booklet contains ideas for self-advocates about whether a service is good.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: People On the Go, c/o Arc/Maryland, 6810 Deer Path Rd., Suite 310, Baltimore, MD 21227. Telephone: (410) 379-0400.

- **Test Your IQ Integration Quotient**

Author/Year: Minnesota Governor's Planning Council on Developmental Disabilities (No date)

Description: This pamphlet contains a list of questions to assist families of persons with disabilities to determine the level of integration efforts provided by the programs and services they use.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: MN Governor's Planning Council on Developmental Disabilities, 300 Centennial Building, 658 Cedar St., St. Paul, MN 55155. Telephone: (612) 296-4018 or (612) 296-9962 (TDD/TTY).

PUBLIC AWARENESS/EDUCATION

- **Advocating Change Together**

Author/Year: Advocating Change Together (ACT) (1991)

Description: This video shows members of ACT and others talking about what ACT is about and how ACT helps self-advocates. The video shows how members of ACT use role playing to learn and to teach others about being assertive. The video also tells about a member of ACT who works with legislature in the Minnesota capital building and it shows how members of ACT run board meetings. This video is about 14 minutes long.

Available From: ACT, Inc., 1821 University Ave., Suite 363 - South, St. Paul, MN 55104. Telephone: (612) 641-0297.

- **Advocating Change Together Works to Build Community**

Author/Year: Advocating Change Together (No date)

Description: This fact sheet includes personal information on Richard Mathison (Vice-President of ACT), how self-advocacy can affect people and the community, and how ACT increases community expectations and involvement.

Available From: ACT, Inc., 1821 University Ave., Suite 363 - South, St. Paul, MN 55104. Telephone: (612) 641-0297.

- **Advocating Change Together Works to Build People**

Author/Year: Advocating Change Together, Inc. (No date)

Description: This fact sheet provides personal information on and a statement from Gloria Steinbring (ACT President). She talks about how people with mental retardation have been denied opportunities and controlled by others. She also explains how ACT establishes and enhances independence and responsibility.

Available From: ACT, Inc., 1821 University Ave., Suite 364 - South, St. Paul, MN 55104. Telephone: (612) 641-0297.

- **Advocating Change Together Works to Build Systems**

Author/Year: Advocating Change Together (No date)

Description: This fact sheet introduces Ken Tice, an ACT member who was nominated by the *Twin Cities Magazine* for the "Twin Cities of the Year" award in 1988. It briefly lists some accomplishments he has made. The fact sheet also provides details on ACT, including past awards received, accomplishments, and how ACT helps to change legislation and policies.

Available From: ACT, Inc., 1821 University Ave., Suite 363 - South, St. Paul, MN 55104. Telephone: (612) 641-0297.

- **All Human Beings Are Different**

Author/Year: People First of Washington (1990)

Description: This packet discusses: (1) how people with disabilities have been treated in the past, (2) what people without disabilities think of people with disabilities, (3) how service providers treat people with disabilities, (4) why people with disabilities have the experiences they have in life, (5) the two biggest problems people with disabilities are facing, (6) what People First is and how it helps people with disabilities, and (7) how self-advocacy can help people with disabilities.

Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- **David's Discovery: A Story of Human Rights**

Author/Year: California's Department of Developmental Services (1990)

Description: This video begins by showing three self-advocates who are going on a picnic. They meet a stranger who does not talk. They explain to their new friend that a person has rights, including the right not to talk. They invite their new friend to come to a People First meeting to learn about all of the rights that he has. They then take the stranger to their residential home to meet their other friends. The worker from the residential home, the People First representative, and other self-advocates talk about their rights, responsibilities, and jobs. The four friends then go out shopping and to dinner before they go to their People First Meeting. The video then shows the proceedings of a People First meeting which focuses on making choices and rights. At the end of the meeting the stranger stands up and introduces himself as David and that he "is a person and has rights." This video is about 26 minutes long.

Available From: Department of Developmental Services, 107 S. Broadway, Room 2019, Los Angeles, CA 90012. Telephone: (213) 897-4104.

- **Don't Call Us Retarded - We Are People First**

  Author/Year: New Jersey Self-Advocacy Project (No date)

  Description: This letter discusses People First and what it can offer people with disabilities (such as people with mental retardation, epilepsy, and cerebral palsy). It also lists some personal statements from a People First member and the first president of People First.

  Available From: New Jersey Self-Advocacy Project, P.O. Box 397, Martinsville, NJ 08836. Telephone: (201) 469-6333.

- **Finding Their Own Voice**

  Author/Year: Meagher, M.F. (No date)

  Description: This informational sheet provides some personal stories from self-advocates. It also provides a short history of self-advocacy in New Jersey.

  Available From: New Jersey Self-Advocacy Project, P.O. Box 397, Martinsville, NJ 08836. Telephone: (201) 469-6333.

- **Getting the Word Out: Using the Media to Increase Community Support for Organizations Serving People with Developmental Disabilities**

  Author/Year: Sullivan, K. & Johnson, R. (1987)

  Description: This booklet provides information on doing basic communication, public awareness, fundraising, agency newsletters and brochures, and an introduction to media. Also included in this booklet are listings of state media outlets (for Montana), national organizations, toll-free information numbers, and nationally available resources.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: Montana UAP, University of Montana, Missoula, MT 59812. Telephone: (406) 243-5467.

- **I Can Help Myself**

  Author/Year: Arc/U.S. (No date)

  Description: This booklet tells people about advocacy, rights, and what to do if stopped by a police officer. It is simply-written and in large type.

Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- ## Native American Independent Living

Author/Year: Clay, J.A. (No date)

Description: This informational booklet discusses the issue of whether independent living services can be provided to Native Americans with disabilities living on reservations. The history of Native Americans is briefly reviewed. The cultural and practical connections and obstacles to implementing several key components of the Independent Living philosophy are also discussed.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Montana UAP, University of Montana, Missoula, MT 59812. Telephone: (406) 243-5467.

- ## Our Voice is New

Author/Year: Center on Human Policy (1986)

Description: This slide show is about people with disabilities. It talks about the different types of jobs people with disabilities have. It also talks about how people with disabilities are able to care for themselves with help from others. It tells about some of the problems people with disabilities have had, and shows that people with disabilities can live like everyone else.

Available From: Center on Human Policy, Syracuse University, 200 Huntington Hall, Syracuse, NY 13244-2340. Telephone: (315) 443-3851.

- ## Shifting Patterns

Author/Year: Minnesota Governor's Planning Council on Developmental Disabilities (1992)

Description: This report is about how things are changing for self-advocates and families. It talks about teaching self-advocates how to plan their future. It tells about how parents of self-advocates can advocate with self-advocates. It also discusses where self-advocates and their families can get in touch with resources.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: MN Governor's Planning Council on Developmental Disabilities, 300 Centennial Office Building, 658 Cedar St., St. Paul, MN 55155. Telephone: (612) 349-2560 or (612) 296-9962 (TTY).

- **Sticks and Stones: The Self-Advocacy Movement in Minnesota**

Author/Year: Advocating Change Together (No date)

Description: This video provides a review of the self-advocacy movement in Minnesota. It shows real people and tells of their experiences. The self-advocates and advisors speak about services that are lacking and available for the self-advocates. The video also talks about the perception society has about self-advocates and how labeling and society "hold-back" self-advocates. This video is 60 minutes long.

Available From: ACT, 1821 University Ave., Suite 363 - South, St. Paul, MN 55104. Telephone: (612) 641-0297.

RELATIONSHIPS, SEXUALITY, AND SOCIAL LIFE

- **Friends: A Manual for Connecting Persons with Disabilities and Community Members**

  Author/Year: Amado, A.N., Conklin, F., & Wells, J. (1990)

  Description: The manual includes sections on planning, relationships (connecting strategies), introducing people, continuing support, assisting others, agency support, and a list of resources.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: MN Governor's Planning Council on Developmental Disabilities, 300 Centennial Office Building, 658 Cedar St., St. Paul, MN 55155. Telephone: (612) 296-4018 or (612) 296-9962 (TDD).

- **Montana Directory of Recreation/Leisure Resources for Persons with Disabilities**

  Author/Year: Offner, R., Wittekiend, P., Sullivan, K., & Murray, D. (1987)

  Description: This directory lists all the different recreation activities which are available for self-advocates in the state of Montana.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: Montana UAP, University of Montana, Missoula, MT 59812. Telephone: (406) 243-5467.

- **No More Victims: A Guide to Lead the Legal Community in Addressing the Sexual Abuse of People with a Mental Handicap**

  Author/Year: Roeher Institute (1992)

  Description: This manual is intended for the legal professional who comes in contact with people who have a "cognitive disability". This manual provides information on sexual abuse, the law and sexual abuse, "cognitive disabilities", and how to prevent sexual abuse.

  Available From: Roeher Institute, York University/Kinsmen Building, 4700 Keele St., Downsview, ON M3J 1P3, Canada. Telephone: (416) 661-9611.

- **The Right to Control What Happens to Your Body**

Author/Year: Roeher Institute (1991)

Description: This booklet is about the sexual abuse of people with developmental disabilities. It provides information on the following topics: sexuality and sexual abuse, risk of sexual abuse, recognizing sexual abuse, effects of sexual abuse, prevention of sexual abuse and sexually transmitted diseases, treatment after sexual abuse, laws about sexual abuse, and where to go for help. This booklet also provides some game activities to help self-advocates learn about sexual abuse and it provides a list of useful books.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Roeher Institute, York University/Kinsman Building,
4700 Keele St., North York, ON M3J 1P3, Canada.
Telephone: (416) 661-9611. Fax: (416) 661-5701.

- **Sexuality Rights Protection Policy**

Author/Year: Colorado Committee on Sexuality (No date)

Description: This booklet explains the issues covered under the policy. The issues include: privacy, expression, access to services, agency responsibilities, staff training, definitions, and legal implications. It also includes a list of laws relating to sexuality and persons with disabilities.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Colorado's Developmental Disabilities Planning Council,
777 Grant, Suite 410, Denver, CO 80203.
Telephone: (303) 894-2345.

- **Social Relationships (Policy Bulletin 1)**

Description: For more information and to receive the most current issue, please contact the Center on Human Policy.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Center on Human Policy, Syracuse University,
200 Huntington Hall, Syracuse, NY 13244-2340.
Telephone: (315) 443-3851. Fax: (315) 443-4338.

SAFETY

- **Assistance With Integrity: The Search for Accountability and the Lives of People with Developmental Disabilities**

  Author/Year: O'Brien, J. & O'Brien, C.L. (1993)

  Description: This report is designed to get people thinking and talking about how to ensure the safety of people with developmental disabilities who rely on service providers for 24 hour assistance.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: Responsive Systems Associates, 58 Willowick Drive, Lithonia, GA 30038-1722. Telephone/Fax (404) 987-9785.

- **Safeguards**

  Author/Year: Center on Human Policy (1993, Winter)

  Description: This policy bulletin answers the question, "What can we count on to make and keep people safe?" The bulletin talks about how to continue to work building communities that give self-advocates full and dignified lives.

  This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

  Available From: Center on Human Policy, Syracuse University, 200 Huntington Hall, Syracuse, NY 13244-2340. Telephone: (315) 443-3851.

- **Advocacy for Citizens Using Human Services Agencies**

Author/Year: Project SHARE (1981)

Description: This booklet gives self-advocates a sample of literature available on advocacy for persons with mental retardation or mental illness, children, abused women, and senior citizens. Topics include: (1) advocacy to change laws and regulation, (2) implementing and evaluating an advocacy system, (3) advocacy for individuals and groups who most often benefit from such assistance, and (4) training volunteers and parents to be advocates.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Arc/MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408.
Telephone: (612) 827-5641 or (800) 582-5256.

- **How to Get Services by Being Assertive**

Author/Year: Des Jardins, C. (1980)

Description: This booklet provides assertiveness exercises and tips on developing positive behaviors and getting rid of negative ones to increase assertiveness. Also provides assertiveness tips for special education meetings and meetings with bureaucrats and politicians.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Arc/MN, 3225 Lyndale Ave. South, Minneapolis, MN 55408.
Telephone: (612) 827-5641 or (800) 582-5256.

- **Participation in Your Individual Service Plan (ISP)**

Author/Year: People First of Washington (No date)

Description: This packet explains what the word "disabilities" means and who is considered to have a disability. It also provides information on: (1) what type of help people with disabilities may need to be independent (physical assistance, employment, school, money, recreation and leisure time, home living, getting along with others, medical, and transportation), (2) making goals and Individual Service plans, (3) the nine areas of life to think about when making goals, and (4) the do's and don'ts to follow.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: People First of Washington, P.O. Box 648, Clarkston, WA 99403. Telephone: (509) 758-1123.

- ## A Parent Guide to Services for People with Disabilities

Author/Year: State of Utah Division of Services for People with Disabilities (1993)

Description: This booklet is intended to serve as an introduction to services available to people with disabilities in the state of Utah. It briefly discusses the following topics: (1) case management, (2) incomes support, (3) medical support, (4) family support, (5) services for children, (6) community based residential programs, (7) intermediate care facilities for the mentally retarded, (8) state developmental center, (9) vocational and day programs, (10) transition planning, (11) assistive technology, (12) advocacy, and (13) guardianship.

Although written for parents, the information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: State of Utah Division of Services for People with Disabilities, 120 North 200 West #201, Salt Lake City, Utah 84103. Telephone: (801) 538-4200 or (801) 538-4192 TDD.

- ## Special Services

Author/Year: People First of Tennessee & McBroom, M. (1990)

Description: This booklet is one of six mini-books that accompany the Problem Solving Workbook (see page 33). It discusses special services available to self-advocates in Tennessee. The booklet provides information on what services are available and who to contact; laws, rules and regulations; and who to contact with a problem or question.

This booklet was written by self-advocates.

Available From: People First of Tennessee, P.O. Box 121211, Nashville, TN 37212-1211. Telephone: (615) 297-2734.

• Transportation

Author/Year: People First of Tennessee & McBroom, M. (1990)

Description: This booklet is one of six mini-books that accompany the Problem Solving Workbook (see page 33). It provides information on transportation in Tennessee. It provides information on what services are available and who to contact, who to contact about laws, rules, and regulations, and who to contact with problems or questions.

This booklet was written by self-advocates.

Available From: People First of Tennessee, P.O. Box 121211, Nashville, TN 37212-1211. Telephone: (615) 297-2734.

• Transportation Fact Sheet

Author/Year: Administration on Developmental Disabilities (No date)

Description: This fact sheet talks about the ADA (Americans with Disabilities Act) and how transportation is affected under the ADA.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: Administration on Developmental Disabilities, 200 Independence Ave. SW, Washington, DC 20201. Telephone: (202) 245-2890.

• Transportation Guide for People with Disabilities

Author/Year: People First of California (1993)

Description: This booklet was put together to help self-advocates solve transportation problems. The book covers three main topics: (1) laws about transportation that make sure self-advocates get the services they need, (2) information about different kinds of transportation and how to use these services, (3) how self-advocates can get better transportation services in their area, and (4) how self-advocates can complain about transportation problems or providers who they feel are breaking the law.

This information is helpful to self-advocates. However, some self-advocates may need assistance from their advisors to understand certain items.

Available From: People First of California, P.O. Box 3969, Chico, CA 95927-3969. Telephone: (916) 899-7305.

END

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